

4 November 1968

MEMORANDUM FOR: Bureau Chiefs

FROM : Chief, Publications Division

SUBJECT : Editorial Guidance No. 9

1. As a result of one of the recommendations of the Inspector General's survey of FBIS activities, our traditional approach to the editing of English-language copy has been the subject of a recent high-level study. This study concluded that FBIS' basic responsibility for information from English-language broadcasts, press transmissions, and publications, extends only to the transcription of this information as supplied by the source and does not include editorial emendation. Accordingly, we have been ordered to cease editing English-language copy immediately.
2. This policy will be strictly observed in the processing of any "text," "excerpt," or "excerpts," which by definition are complete or partial verbatim renditions of original English-language source materials. Although editorial freedom to abridge will continue to be exercised in the processing of a "summary," "summary with quotations," or summary-type "briefs," it will be governed by the spirit and intent of the new policy, i.e., British spellings and terms in press agency and press copy will be retained.
3. The notations [as heard] for radio, [as received] for press agency transmissions, and [as published] for printed material may be used to indicate elements in copy that are obviously ambiguous, illogical, inappropriate in context, or erroneous. The notation [presumably means "_____"] will not be used if it is simply an educated guess.
4. Only the following alterations will be permissible: transliteration of personal and place names to conform to FBIS standards; correction of obviously erroneous punctuation and of obvious misspellings and communications garbles.
5. This means that the following will be retained as rendered by the source: British spellings, terms, and idioms; names of newspapers and press agencies (Hung Chi [if so rendered], Giai Phong Press Agency, Hsinhua, etc); expanded versions of names of countries and organizations (Democratic Republic of Vietnam, South Vietnam Front for National Liberation, etc); titles, regardless of inconsistency (vice premier, deputy premier, premier, prime minister); dates (will not be converted to military style).

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